

**PROPOSER'S DOCUMENT SUBMISSION CHECK LIST**  
**RFP 0000002103**  
**PROJECT MANAGEMENT SVC – MUNICIPAL COURT**

| <b>REQUIRED DOCUMENTS</b> |  |
|---------------------------|--|
|                           | PROPOSERS ARE REQUIRED TO SUBMIT AT TOTAL OF EIGHT (8) COPIES (ONE CLEARLY MARKED BOUND ORIGINAL AND SIX CLEARLY MARKED BOUND COPIES AND ONE CLEARLY MARKED UNBOUND COPY IN THE FOLLOWING SEQUENCE:  |
|                           |  |
|                           | SIGNED COPY OF THE TITLE PAGE  |
|                           | TABLE OF CONTENTS  |
|                           | A SIGNED COPY OF THE FIRST PAGE OF THE INVITATION TO BID ALONG WITH ALL OF THE OTHER INVITATION TO BID PAGES AND A SIGNED COPY OF THE BINDING SIGNATURES PAGE FOR REQUESTS FOR PROPOSAL. THE ORIGINAL COPY MUST BE MANUALLY SIGNED. FACSIMILES ARE NOT ACCEPTABLE. |
|                           | SIGNED COPIES OF ALL APPLICABLE ADDENDUMS  |
|                           | <ul style="list-style-type: none"> <li>- PROPOSER'S PROFILE</li> <li>- DETAILS REGARDING EXPERIENCE AND QUALIFICATIONS, NAMES OF INDIVIDUAL(S) ASSIGNED TO PROJECT, RESUMES</li> </ul>   |
|                           | SIGNED COPIES OF EBE FORMS A AND B, IF APPLICABLE.   |
|                           | SIGNED COPY OF DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION   |
|                           | LISTING OF THREE OR MORE REFERENCES  |
|                           | AUDITED FINANCIAL STATEMENT FOR YEAR 2007  |
|                           | <b>ADDITIONAL INFORMATION</b>  |
|                           |  |
|                           | EIGHT (8) COPIES OF THE COST PROPOSAL (1 CLEARLY MARKED ORIGINAL, SEVEN CLEARLY MARKED COPIES) SHALL BE SUBMITTED IN A SINGLE SEALED CLEARLY MARKED ENVELOPE WHICH IS TO BE INSERTED INTO THE BOX/CARTON/MAILING ENVELOPE CONTAINING THE PROPOSAL COPIES.          |

REF: CHKLSTRFP2103

**PLEASE NOTE THAT THE INFORMATION BEING REQUESTED IS MATERIAL TO THE NATURE OF THIS PROPOSAL. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL IN THE SEQUENCE REQUESTED HEREIN MAY RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE. PLEASE MAKE SURE THAT THE DOCUMENTS YOU SUBMIT WITH YOUR PROPOSAL FULFILL ALL OF THE REQUIREMENTS SET FORTH IN THE SCOPE OF SERVICES AND THE RFP.**